

Job Description Form

Classification Date: November 2019

1. Job Type

2. Job Information

Title

Functional Group - Level 1 Grade

Functional Group - Level 2 Job Code:

Functional Group - Level 3 CCOG

Functional Clearance Required

FOR EXPERT POSITIONS ONLY

Position Number Location

Supervisor Position Number

Supervisor's Title Supervisor Grade

3. Organizational Setting and Work Relationships

The Associate Programme Monitoring Officer may be based in HQ, field/regional bureau, reporting to and be guided by the Program Monitoring or Program Officer and may supervise a small team of local staff. S/he may receive indirect guidance from other sections and units relevant to the country programme(s) or to global quality assurance standards. UNHCR's Manual, UNHCR's corporate and regional strategic priorities, operation plans and other relevant institutional rules and regulations will guide the work of the Associate Programme Monitoring Officer.

The Associate Programme Monitoring Officer will provide guidance and support on monitoring protection and solutions strategies and coordinate with the other sections/units to ensure harmonized monitoring approaches at all levels and throughout the UNHCR Operations Management Cycle. The incumbent will work in line with the overall UNHCR directions which crucially require working with partners, including with persons of concern, governmental institutions and the private sector, ensuring that programme monitoring is approached as per UNHCR's Strategic Directions, Global Strategic Priorities (GSPs), Global Compact for Refugees (GCR), and corporate positions on SDGs.

The incumbent is expected to have contacts within the Organization and outside the duty station, as well as with partners and other stakeholders related to programme monitoring. S/he is expected to work very closely with the Evaluation Colleagues. The incumbent is expected to work in line with the multi-functional team (MFT) approach as defined within the Program Chapter, ensuring the participation of relevant stakeholders in all phases of the Program Management Cycle.

All UNHCR staff members are accountable to perform their duties as reflected in their job description. They do so within their delegated authorities, in line with the regulatory framework of UNHCR which includes the UN Charter, UN Staff Regulations and Rules, UNHCR Policies and Administrative Instructions as well as relevant accountability frameworks. In addition, staff members are required to discharge their responsibilities in a manner consistent with the core, functional, cross-functional and managerial competencies and UNHCR's core values of professionalism, integrity and respect for diversity.

4. Duties

- Support the development and implementation of UNHCR's system for monitoring protection and solutions strategies and results (impact, outcomes, outputs) in cooperation with relevant teams and promote a results-based monitoring culture throughout the operation and the Operations Management Cycle.

- Support the development of Theories of Change and related Results Frameworks and the measurability of multi-year protection and solutions strategies and annual plans. Support evaluation planning for Results Frameworks.
- Contribute to the development and implementation of monitoring plans across all implementation modalities (partnerships, direct implementation, and operational partners), ensuring consistency and coherence of UNHCR's monitoring activities and ownership of the Multi-Functional Teams.
- Support setting up monitoring systems and indicator tracking, guiding teams on data collection methodologies and sources, age, gender and diversity aggregation and data reporting and sharing based on agreed protocols and standards, in close collaboration with evaluation, data and IM staff.
- Support coherence on monitoring standards, plans, tools, indicators and resources across UNHCR and project partners and ensure that monitoring actions are grounded in protection and solutions principles and approaches.
- Support senior management on monitoring findings and possible course-correcting actions, keep track of management decisions and follow-up actions and communicate monitoring findings to key stakeholders.
- Cooperate and coordinate with partners and stakeholders to facilitate coherence of monitoring approaches and indicators across multi-partner initiatives and engage in UN fora on monitoring (UNSDCF, HRP, RRP etc.), ensuring coherence and avoiding gaps and overlaps.
- Guide and train UNHCR and partner staff in applying UNHCR's results-based management monitoring standards and procedures.
- Support processes to link monitoring to the operation's evaluation and risk management plan.
- Contribute actively to innovative solutions for monitoring and to UNHCR's global community of practice on monitoring, facilitating the exchange of lessons learned across countries and regions.
- Perform other related duties as required.

5. Minimum Qualifications

Education & Professional Work Experience

Years of Experience / Degree Level

For P2/NOB - 3 years relevant experience with Undergraduate degree; or 2 years relevant experience with Graduate degree; or 1 year relevant experience with Doctorate degree

Field(s) of Education

Economics; Business Administration; Social Sciences; or other relevant field.

(Field(s) of Education marked with an asterisk are essential)*

Certificates and/or Licenses

Programme Management

(Certificates and Licenses marked with an asterisk are essential)*

Relevant Job Experience

Essential

Demonstrated experience in programme monitoring including familiarization with the OMC and sound knowledge of Results Based-Management. Demonstrated experience in field operations, programme monitoring and sound knowledge on the centrality of protection in programming.

Desirable

Demonstrated experience in coordination within an inter-agency context and other actors, in a refugee or humanitarian context. Sound experience in program monitoring training and capacity building activities.

Functional Skills

*MS-Monitoring & Evaluation
DM-Data Management
PG-Planning*

(Functional Skills marked with an asterisk* are essential)

Language Requirements

*For International Professional and Field Service jobs: **Knowledge of English and UN working language of the duty station if not English.***

*For National Professional jobs: **Knowledge of English and UN working language of the duty station if not English and local language.***

*For General Service jobs: **Knowledge of English and/or UN working language of the duty station if not English.***

6. Competency Requirements

All jobs at UNHCR require six core competencies and may also require managerial competencies and/or cross-functional competencies. The six core competencies are listed below.

Core Competencies

Accountability

Communication

Organizational Awareness

Teamwork & Collaboration

Commitment to Continuous Learning

Client & Result Orientation

Managerial Competencies

Judgement and Decision Making

Managing Resources

Empowering and Building Trust

Managing Performance

Cross-Functional Competencies

Analytical Thinking

Negotiation and Conflict Resolution

Change Capability and Adaptability

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

This is a Standard Job Description for all UNHCR jobs with this job title and grade level. The Operational Context may contain additional essential and/or desirable qualifications relating to the specific operation and/or position. Any such requirements are incorporated by reference in this Job Description and will be considered for the screening, shortlisting and selection of candidates.